

Commonwealth of Massachusetts
Executive Office of Health and Human Services

Virtual Gateway



Salary Reserve FY 2008 Reference Guide
September 14, 2007

Table of Contents

CHAPTER 1: ACCESSING PROVIDER DATA MANAGEMENT TO VIEW SALARY RESERVE DATA.....	1
<i>Introduction</i>	<i>1</i>
<i>Accessing PDM through the Virtual Gateway.....</i>	<i>1</i>
<i>Viewing the Provider Business Functions Page.....</i>	<i>3</i>
<i>Accessing the Salary Reserve Data Summary Page.....</i>	<i>4</i>
CHAPTER 2: MANAGING SALARY RESERVE DATA.....	5
<i>Introduction</i>	<i>5</i>
<i>Accessing the Salary Reserve Contact Page.....</i>	<i>5</i>
<i>Updating Salary Reserve Contact information.....</i>	<i>6</i>
<i>Accessing the Salary Reserve Contract Data Page.....</i>	<i>7</i>
<i>Managing FY08 Salary Reserve Contracts</i>	<i>8</i>
<i>Updating Salary Reserve Contract Data.....</i>	<i>9</i>
<i>Manage Salary Reserve Wage Data.....</i>	<i>10</i>
<i>Updating Salary Wage Data.....</i>	<i>11</i>
CHAPTER 3: CONFIRMING FY 2008 SALARY RESERVE DATA	13
<i>Introduction</i>	<i>13</i>
<i>Submitting Salary Reserve Data.....</i>	<i>13</i>
<i>Confirming Salary Reserve Data.....</i>	<i>14</i>
<i>Viewing Purchase of Service (POS) Salary Reserve Page.....</i>	<i>14</i>
CHAPTER 4: GLOSSARY	15
<i>Introduction</i>	<i>15</i>



Chapter 1: Accessing Provider Data Management to View Salary Reserve Data

Introduction

This section of the Provider Data Management (*PDM*) Service is for the implementation of a data collection web-based application which will collect payroll data from providers and will facilitate the distribution of approximately \$23M to Purchase of Service contractors who provide human and social services to Commonwealth clients.

The Salary Reserve web application provides Purchase of Service (POS) providers and EOHHS agency staff with access to real-time data over the internet. The Salary Reserve web application will be the system of record for all of the Salary Reserve data content. This application will be made available whenever Salary Reserve is part of the Budget.

You can access *PDM* to

- view
- update
- manage

Salary Reserve FY 2008 data.

Accessing PDM through the Virtual Gateway

To access *PDM*:

1. Open a web browser.
2. Type Web address www.mass.gov/eohhs in browser.

Health and Human Services portal page appears.

3. Click the **Virtual Gateway Business Services** link.





The Virtual Gateway Login page appears.

Note: Security requires that each person have a username and password.

4. Enter your **Username** and **Password** in the **Login** box, and then click the **Submit** button.

The Virtual Gateway Business Services page appears.

Once logged in, you have access to the Virtual Gateway services. To access PDM, click the **View Purchase of Service Provider Data** link.



*The **Provider Business Functions** page appears.*

Provider Data Management

- Links to Related Information
- Exit

Help Desk and Training

- User Manual
- FAQs
- PDM How-to-Demos
- Job Aids
- Phone Number
1-800-421-0938

Test Organization

Provider Business Functions

- View Information Summary
 - General Information Detail
 - EOHHS Services Taxonomy
 - Provider Contract Summary
 - Provider Qualification
 - Financial Measures
 - Required Forms and Documents
- Update Provider Information
 - General Information
 - Services Available for Purchase
 - Required Forms and Documents
- Other Business Services
 - Links to Related Information
 - Salary Reserve

View Information Summary: Summary information about a single Purchase of Service (POS) Provider that can be viewed on a single page with the option to link to more in depth information such as general contact information, provider addresses, services provided to the Commonwealth and required documents on file with provider data management

Update Provider Information: Update general information, requirement documents and forms and other data about the services you can provide to the Commonwealth.

Links to Related Information: Select from a comprehensive list of useful links to other sources of information pertaining to contracting and commonwealth business processes and procedures.

The Salary Reserve Data Summary page appears.

Test Organization

Salary Reserve Data Summary

To enter Salary Reserve Data select the corresponding Update link.

Contact Information

Update

123 Common Ave
Boston MA 12345 USA
(123)-123-1234
<http://www.testorg.com>
TIN / FEIN: 000000000
Vendor Customer Code: N/A

Salary Reserve Contact:

Phone:
Title:
E-mail: N/A

Salary Reserve Wage Detail

Update

UFR Title	No. of FTEs	Total Annual Wages	Average Salary
Program Director	2.0	\$1,234.00	\$617.00
Dietician/Nutritionist	2.0	\$123.00	\$61.50
Teacher	2.0	\$125.25	\$62.62
Assistant Program Director	2.0	\$23,245.00	\$11,622.50

Contract Detail

Update

ID	Contract No	Dept	Activity Code	FTEs <=\$40K	Annual Salaries FTEs <=\$40K	% of Program Purchased by Dept.	Adjusted Salaries <=\$40K
----	-------------	------	---------------	-----------------	---------------------------------	--	------------------------------

**Accessing the
Salary Reserve
Data Summary
Page**

You will only be able to view, manage and update data that pertains to your organization.

The following information is viewable from this page:

- Contact Information
- Salary Reserve Wage Detail
- Contract Detail

Test Organization				Salary Reserve Data Summary			
<i>To enter Salary Reserve Data select the corresponding Update link.</i>							
Contact Information				Update			
123 Common Ave Boston MA 12345 USA (123)-123-1234 http://www.testorg.com TIN / FEIN: 000000000 Vendor Customer Code: N/A				Salary Reserve Contact: Phone: Title: E-mail: N/A			
Salary Reserve Wage Detail				Update			
UFR Title		No. of FTEs	Total Annual Wages		Average Salary		
Program Director		2.0	\$1,234.00		\$617.00		
Dietician/Nutritionist		2.0	\$123.00		\$61.50		
Teacher		2.0	\$125.25		\$62.62		
Assistant Program Director		2.0	\$23,245.00		\$11,622.50		
Contract Detail				Update			
ID	Contract No	Dept	Activity Code	FTEs <=\$40K	Annual Salaries FTEs <=\$40K	% of Program Purchased by Dept.	Adjusted Salaries <=\$40K
Once all data is entered click submit to confirm. The deadline for submitting your FY2008 Salary Reserve Data is Thursday, October 4, 2007 at 5:00 PM. For more information please refer to the Salary Reserve Web page: http://www.mass.gov/salaryreserve							
							Submit

Important
Note



Chapter 2: Managing Salary Reserve Data

Introduction

You can manage or update the following:

- Salary Reserve Contact Information
- Salary Reserve Contract Data
- Wage Data

Accessing the Salary Reserve Contact Page

To access the **Update Salary Reserve Contact** page, click the [Update](#) link from the **Salary Reserve Data Summary** page.

Provider Data Management

- Links to Related Information
- Exit

Salary Reserve Updates

Salary Reserve Data

- Update Contact
- Manage Wage Data
- Manage Contracts

Help Desk and Training

- User Manual
- FAQs
- PDM How-to-Demos
- Job Aids

Phone Number
1-800-421-0938

Mass.Gov Home State Agencies State Online Services

Business Functions > Salary Reserve

Test Organization Salary Reserve Data Summary

To enter Salary Reserve Data select the corresponding Update link.

Contact Information [Update](#)

123 Common Ave
Boston MA 12345 USA
(123)-123-1234
<http://www.testorg.com>
TIN / FEIN: 000000000
Vendor Customer Code: N/A

Salary Reserve Contact:
Phone:
Title:
E-mail: N/A

Salary Reserve Wage Detail [Update](#)

UFR Title	No. of FTEs	Total Annual Wages	Average Salary
-----------	-------------	--------------------	----------------

Contract Detail [Update](#)

ID	Contract No	Dept	Activity Code	FTEs <=\$40K	Annual Salaries FTEs <=\$40K	% of Program Purchased by Dept.	Adjusted Salaries <=\$40K
----	-------------	------	---------------	--------------	------------------------------	---------------------------------	---------------------------



Updating Salary Reserve Contact information

The Update Salary Reserve Contact page appears.

Exit	Test Organization	Update Salary Reserve Contact
Salary Reserve Updates	Contact Information	
Salary Reserve Data	123 Common Ave Boston MA 12345 USA (123)-123-1234 http://www.testorg.com TIN/FEIN: 000000000 Vendor Customer Code: N/A	PDM Contact: Mary Jones Phone: (617) 555-3333 Title: mary.jones@testorganization.com
Help Desk and Training	Update Contact Information	
User Manual	Salary Reserve Contact	
FAQs	Is Salary Reserve Contact the same as PDM contact? Yes <input type="checkbox"/>	
PDM How-to-Demos	First: * <input type="text" value="Ann"/> MI: <input type="text"/> Last: * <input type="text" value="Smith"/>	
Job Aids	Title: * <input type="text" value="Contract Manager"/>	
Phone Number 1-800-421-0938	Phone Number: * <input type="text" value="(617) 555-2020"/> (###) ###-####	
	E-Mail: * <input type="text" value="asmith@testorganization.org"/>	
	<input type="button" value="Save"/>	

Tip: If you answer **Yes** to “Is Salary Reserve Contact the same as PDM contact?” the required fields below are disabled. Then, click

*You are returned to the **Salary Reserve Contract Data Summary** page with the updated contact information displayed.*

Tip: Asterisk denotes required fields.

To update Salary Reserve Contact information:

1. Enter first and last name.
2. Enter title.
3. Enter phone number.
(**Tip:** space for extension up to 5 digits).
4. Enter e-mail address.

5. Click .



Updating Salary Reserve Contact Information (continued)

You are returned to the **Salary Reserve Contract Data Summary** page with the newly entered contact information displayed.

Mass.Gov Home State Agencies State Online Services Business Functions > Salary Reserve	
Provider Data Management <ul style="list-style-type: none"> Links to Related Information Exit 	Test Organization
Salary Reserve Updates Salary Reserve Data	Salary Reserve Data Summary To enter Salary Reserve Data select the corresponding Update link.
<ul style="list-style-type: none"> Update Contact Manage Wage Data Manage Contracts 	Contact Information Update 123 Common Ave Boston MA 12345 USA (123)-123-1234 http://www.testorg.com TIN / FEIN: 000000000 Vendor Customer Code: N/A
Help Desk and Training <ul style="list-style-type: none"> User Manual FAQs 	Salary Reserve Contact: Ann Smith Phone: (617) 555-2020 Title: ContractManager asmith@testorganization.org

Accessing the Salary Reserve Contract Data Page

To access the **Manage FY08 Salary Reserve Contracts** page, click the [Update](#) link from the **Salary Reserve Data Summary** page.

Mass.Gov Home State Agencies State Online Services Business Functions > Salary Reserve																	
Provider Data Management <ul style="list-style-type: none"> Links to Related Information Exit 	Test Organization																
Salary Reserve Updates Salary Reserve Data	Salary Reserve Data Summary To enter Salary Reserve Data select the corresponding Update link.																
<ul style="list-style-type: none"> Update Contact Manage Wage Data Manage Contracts 	Contact Information Update 123 Common Ave Boston MA 12345 USA (123)-123-1234 http://www.testorg.com TIN / FEIN: 000000000 Vendor Customer Code: N/A																
Help Desk and Training <ul style="list-style-type: none"> User Manual FAQs PDM How-to-Demos Job Aids Phone Number 1-800-421-0938 	Salary Reserve Wage Detail Update <table border="1"> <thead> <tr> <th>UFR Title</th> <th>No. of FTEs</th> <th>Total Annual Wages</th> <th>Average Salary</th> </tr> </thead> <tbody> <tr> <td colspan="4"> Update </td> </tr> </tbody> </table>	UFR Title	No. of FTEs	Total Annual Wages	Average Salary	Update											
UFR Title	No. of FTEs	Total Annual Wages	Average Salary														
Update																	
Contract Detail Update <table border="1"> <thead> <tr> <th>ID</th> <th>Contract No</th> <th>Dept</th> <th>Activity Code</th> <th>FTEs <=\$40K</th> <th>Annual Salaries FTEs <=\$40K</th> <th>% of Program Purchased by Dept.</th> <th>Adjusted Salaries <=\$40K</th> </tr> </thead> <tbody> <tr> <td colspan="8"> Update </td> </tr> </tbody> </table>		ID	Contract No	Dept	Activity Code	FTEs <=\$40K	Annual Salaries FTEs <=\$40K	% of Program Purchased by Dept.	Adjusted Salaries <=\$40K	Update							
ID	Contract No	Dept	Activity Code	FTEs <=\$40K	Annual Salaries FTEs <=\$40K	% of Program Purchased by Dept.	Adjusted Salaries <=\$40K										
Update																	



Managing FY08 Salary Reserve Contracts

The *Manage FY08 Salary Reserve Contracts* page appears.

Test Organization		Manage FY08 Salary Reserve Contracts				
<i>To add eligible contracts for the FY08 Salary Reserve, fill out the form below. Once you have entered a contract, click on ADD & SAVE. If you would like to view or edit any of the contracts already entered, click on the contract link in the Contract Summary box.</i>						
<i>Please note: The "Annual Salaries for FTE" data entered for each contract should only be for the length of the contract in this fiscal year. For example: If a contract ends on October 31, 2007 then the data entered should only be 4 months worth. If the contract ends on June 30, 2008 or later then the data entered should be for the entire year.</i>						
Add Contract						
Contract Number (20 digits):*		Agency:*				
<input type="text" value="Select One"/>		<input type="text" value="Select One"/>				
Or enter Contract Number below		Activity Code:*				
<input type="text"/>		<input type="text"/>				
Accounting Line:		<input type="text"/>				
Salary Category	Number of FTEs *	Annual Salaries for FTE *	% of Program Purchased by State Agency *			
Less than or equal to \$40,000	<input type="text"/>	<input type="text"/>	<input type="text"/>			
<input type="button" value="Add & Save"/>						
Contract Summary						
ID	Contract Number	Dept	Activity Code	FTEs <=\$40K	Annual Salaries FTEs <=\$40K	% of Program Purchased by Dept.
Back to Salary Reserve Data Summary						

Tip: Asterisk denotes required fields. Do not use the dollar sign or commas.

To add a contract to manage FY08 Salary Reserve Contract data:

1. Select a contract from the drop down box *or* enter (up to 20 digits) contract number in appropriate field.
2. Enter required field information.
3. Click .

Tip: To add another contract enter data and then click [Add & Save].



Managing FY08 Salary Reserve Contracts (continued)

The page reappears with the newly entered contract displayed.

Contract Summary						
ID	Contract Number	Dept	Activity Code	FTEs <=\$40K	Annual Salaries FTEs <=\$40K	% of Program Purchased by Dept.
146	523454235345	EHS	33	33.03	\$12,345.00	25%

[Back to Salary Reserve Data Summary](#)

The unique **ID** number for each line item corresponds to the contract number, appropriation, and activity code.

To return to the **Salary Reserve Data Summary** page, click the [Back to Salary Reserve Data Summary](#) link.

Updating Salary Reserve Contract Data

To update contract data:

- Click the [contract number](#) link on the **Manage FY08 Salary Reserve Contracts** page.

The **Update Salary Reserve Contract** page appears.

Test Organization

Update Salary Reserve Contract

To update the information, make any necessary changes and click UPDATE. If you would like to delete this contract entirely, click DELETE.

Please note: The "Annual Salaries for FTE" data entered for each contract should only be for the length of the contract in this fiscal year. For example: If a contract ends on October 31, 2007 then the data entered should only be 4 months worth of total salaries. If the contract ends on June 30, 2008 or later, then the data entered should be the total salaries for the entire fiscal year.

Update Contract

Contract Number (20 digits):*
Agency:*

Activity Code:*
Accounting Line:

Salary Category	Number of FTEs *	Annual Salaries for FTE *	% of Program Purchased by State Agency *
Less than or equal to \$40,000	<input type="text" value="33.03"/>	<input type="text" value="12345.0"/>	<input type="text" value="25"/>

- Enter changes and then click [Update](#).

Caution: If you click [Delete](#) the contract record will be deleted.

You are returned to the **Manage FY08 Salary Reserve Contracts** page with the updated data displayed.



Manage Salary Reserve Wage Data

To access the **Manage Salary Reserve Wage Data** page, click the [Update](#) link from the **Salary Reserve Data Summary** page.

The Manage Salary Reserve Wage Data page appears.

Test Organization		Manage Salary Reserve Wage Data	
<p>Please complete the information below for ALL of the employees in your organization that 1) fall in any of the UFR Title categories listed below; and 2) make less than \$40,000 a year. Once you have entered data for a specific title, click on ADD & SAVE. If you would like to view or edit any of the titles already entered, click on the title link under the UFR TITLE column.</p> <p>Please Note: The data collected in this section is used for reporting purposes only. It is not used to calculate your Salary Reserve allocations.</p>			
Add Wage Data			
UFR Title *	Number of FTEs*	Total Annual Wages*	
Select One			
Add & Save			
UFR Title	Number of FTEs	Total Annual Wages	Average Salary
Program Director	2.0	\$1,234.00	\$617.00
Dietician/Nutritionist	2.0	\$123.00	\$61.50
Teacher	2.0	\$125.25	\$62.62
Assistant Program Director	2.0	\$23,245.00	\$11,622.50
Back to Salary Reserve Data Summary			

Tip: Asterisk denotes required fields.

To enter wage data:

1. Select UFR title from drop down box.
2. Enter number of FTEs.
3. Enter total annual wages.
4. Click **Add & Save**.

The page reappears with the newly entered data displayed.

Tip: To add another wage, click **Add & Save**.

To return to the **Salary Reserve Data Summary** page, click the [Back to Salary Reserve Data Summary](#) link.



Updating Salary Wage Data

To update a salary wage data you have previously entered, click the [UFR Title](#) link.

UFR Title	Number of FTEs	Total Annual Wages	Average Salary
Program Director	2.0	\$1,234.00	\$617.00
Dietician/Nutritionist	2.0	\$123.00	\$61.50
Teacher	2.0	\$125.25	\$62.62
Assistant Program Director	2.0	\$23,245.00	\$11,622.50

The Update Wage Data page appears.

Test Organization

Update Wage Data

To update the information, make any necessary changes and click UPDATE. If you would like to delete this title entirely, click DELETE.

Update Wage Data

UFR Title *	Number of FTEs *	Total Annual Wages *
Program Director	2.0	1234.0

Delete

Update

Update Wage data, and then click

Update

.

Caution: If you click

Delete

 the contract record will be deleted. You are returned to the **Update Salary Reserve Wage Data** page with newly entered data displayed.



Notes:



Chapter 3: Confirming FY 2008 Salary Reserve Data

Introduction

After the Salary Reserve data for FY 2008 has been entered for your organization, you will need to complete the submittal and confirmation process.

Submitting Salary Reserve Data

Once all FY 2008 Salary Reserve Data has been entered and reviewed, click **Submit**.

Test Organization				Salary Reserve Data Summary			
To enter Salary Reserve Data select the corresponding Update link.							
Contact Information				Update			
950 CAMBRIDGE STREET CAMBRIDGE MA 02141 USA TIN / FEIN: 042632219 Vendor Customer Code: VC6000164821				Salary Reserve Contact: Joe Doe Phone: (617) 762-4445 Title: Title Joe.Doe@vinfen.com			
Salary Reserve Wage Detail				Update			
UFR Title	No. of FTEs	Total Annual Wages	Average Salary				
Program Director	2.0	\$1,234.00	\$617.00				
Dietician/Nutritionist	2.0	\$123.00	\$61.50				
Teacher	2.0	\$125.25	\$62.62				
Assistant Program Director	2.0	\$23,245.00	\$11,622.50				
Contract Detail				Update			
ID	Contract No	Dept	Activity Code	FTEs <=\$40K	Annual Salaries FTEs <=\$40K	% of Program Purchased by Dept.	Adjusted Salaries <=\$40K
146	523454235345	EHS	33	33.03	\$12,345.00	25%	\$3,086.25
Once all data is entered click submit to confirm. The deadline for submitting your FY2008 Salary Reserve Data is Thursday, October 4, 2007 at 5:00 PM. For more information please refer to the Salary Reserve Web page: http://www.mass.gov/salaryreserve							
							Submit



Confirming Salary Reserve Data


*The **Final Confirmation** page appears.*

Test Organization	Final Confirmation
<p>Thank you for submitting your data for FY 2008 Salary Reserve.</p> <p><input type="checkbox"/> By clicking the Final Confirmation check box you are confirming the data you entered is complete and accurate. After you click this check box, you will no longer be able to edit and resubmit data.</p> <p>By clicking CONFIRM, you are certifying under the pains and penalties of perjury that the information reported is accurate and complete to the best of your knowledge. This information will be used to determine the funds that will be allocated to your organization.</p> <p>Confirm</p>	

To confirm *Final Confirmation* click the check box to confirm data entered is complete and accurate and then click **Confirm**.

Once data has been confirmed, an email notification will be sent to the Salary Reserve Administrator.

*The **Salary Reserve Final Confirmation** page appears.*

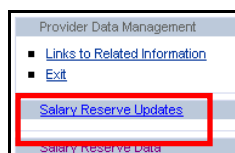
1. Click  to print a copy of the **Salary Reserve Final Confirmation** printer friendly version for your records.

*The printer friendly version of the **Salary Reserve Final Confirmation** page appears.*

2. View printer friendly version.

Viewing Purchase of Service (POS) Salary Reserve Page

Click the [Salary Reserve Updates](#) link from the navigation bar, to view the latest information about Salary Reserve.



*The **Purchase of Service (POS) Salary Reserve** page appears.*



Chapter 4: Glossary

Introduction

The following table lists the data elements and their definitions for the Salary Reserve Data Collection Application.

Tip: Asterisk denotes required field.

Data Element	Definition
Contractor name	Agency name as used in articles of incorporation or organization.
*Contact person	The name of the person who can answer Salary Reserve questions about the survey, should any arise.
*Telephone	The contractor's telephone number, including area code and extension, if any.
FEIN	9 digit federal employer identification number (FEIN).
*FY 2007 contract number	20 digit MMARS contract identification number.
*Dept.	3 letter identifier of the department with whom contractor has a contract.
*Full-time equivalents earning less than \$40,000 in program	The number of eligible employees (full and part time) in terms of full time equivalents (FTEs) earning less than \$40,000 that work in the program.
*Annual salaries of employees earning less than \$40,000 in program	The annual salaries of eligible employees earning less than \$40,000 for the portion of their time attributable to a program.
*Percentage of	This is the percentage of the program that is



Data Element	Definition
program purchased by department	purchased by the department.
Annual salaries less than \$40,000 attributable to this contract and program	No entry (see note below). This column is calculated by a built-in formula that multiplies percentage of program purchased by eligible salaries of <\$40,000.
*MMARS activity code	Enter the MMARS activity code associated with the listed program.
Accounting Line Number <i>(optional)</i>	Enter the accounting line number associated with the listed program.



Notes: